

STATE OF IOWA
BEFORE THE PUBLIC EMPLOYMENT RELATIONS BOARD

CARDINAL COMMUNITY SCHOOL DISTRICT,)
Public Employer,)
and)
CARDINAL SUPPORT PERSONNEL ASSOC.,)
Petitioner.)

CASE NO. 4327

ORDER NUNC PRO TUNC

The unit description contained in the Proposed Decision and Order issued May 1, 1991 in the above-captioned case is inadequate to clearly reflect the composition of the unit found to be appropriate and thus needs to be clarified. The description should have read and is hereby corrected to read:

INCLUDED: All bus drivers, custodians (including head custodian), food service employees (including head cook), secretaries, teacher aides and transportation supervisor & head mechanic.

EXCLUDED: Superintendent, principal, teachers, and employees excluded by Section 4 (Section 20.4, Code of Iowa) of the Act.

DATED at Des Moines, Iowa this 2nd day of May, 1991.

Susan M. Bolte
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Administrative Law Judge

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CARDINAL COMMUNITY SCHOOL DISTRICT,)
Public Employer,)
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CARDINAL SUPPORT PERSONNEL ASSOC.,)
Petitioner.)

CASE NO. 4327

PROPOSED DECISION AND ORDER

Susan M. Bolte, Administrative Law Judge. The proceeding arises from the unit determination portion of the combined petition for unit determination and certification filed with the Public Employment Relations Board (PERB or Board) by the Cardinal Support Personnel Association (Association) on November 6, 1990. The petition was filed pursuant to Chapter 4 of the PERB Rules and Sections 20.13 and 20.14 of the Public Employment Relations Act (Act) Chapter 20, Code of Iowa (1989).¹

The Cardinal Support Personnel Association has petitioned PERB to represent the following described bargaining unit:

INCLUDED: All bus drivers, custodians, food service employees, secretaries, teacher aides.

EXCLUDED: Superintendent, principal, teachers, and employees excluded by Section 4 (Section 20.4, Code of Iowa) of the Act.

The Association seeks to include within the bargaining unit the positions of head cook, head custodian and transportation supervisor & head mechanic. The Cardinal Community School District

¹All references to the Iowa Code or Act will be the 1989 Code of Iowa.

(District) contends that these three positions: head cook, head custodian and transportation supervisor & head mechanic are supervisory or managerial positions.

A hearing was held at the Cardinal High School on March 5, 1991. The District was represented by Rick Engel, and the Association was represented by Gerald Hammond. The parties were represented at hearing and had full opportunity to present evidence. No briefs were filed. Based upon the entire record in this case, I make the following:

FINDINGS OF FACT

The Cardinal Community School District is comprised of three school buildings: the elementary, the middle and the high school, where approximately 720 students are enrolled. The elementary and high school buildings are located in close proximity to each other near Eldon, Iowa and the middle school is located in Agency, Iowa. The superintendent of schools is Fred Whipple (Whipple) who has been employed as superintendent for approximately 2½ years. He is supervisor to the head cook, head custodian and transportation supervisor & head mechanic.

Head Cook. The head cook employed by the District is Arlene Kildow (Kildow). She has been a District employee for approximately eighteen years, seventeen of those years as head cook. Kildow oversees nine cooks; three at each building. She does not consider herself to be a supervisory employee.

The duties of the head cook include:

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.

2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school, signing invoices only after each order has been verified.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary age requirements.
6. Prepares food according to a planned menu and test[s] uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Maintains a correct monthly inventory.
8. Orders all food and order supplies as necessary.
9. Reports immediately to the Principal any problem or accident occurring in the kitchen or the cafeteria premises.
10. Confers with the superintendent regarding any personnel problems.
11. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
12. Perform[s] duties in accordance with the Laws of Iowa, School Board Policies, Teacher Handbook, and Student Handbook.
13. Performs other tasks as may be assigned from time to time by the superintendent.²

The head cook works a seven hour day; one more hour per day than the cooks. Six hours are spent cooking or conducting inventory and one hour is spent ordering supplies.

The superintendent and head cook together evaluate each of the cook's job performance. When comments are made, they are primarily based upon the head cook's observation since the superintendent has

²Joint Exhibit 1.

not personally observed each of the cooks. The cooks' evaluation forms are prepared and signed by Superintendent Whipple.

Since Superintendent Whipple has been employed by the District, no full-time cooks have been hired. When the District hired a cook to assist with the serving of meals at the elementary school, only one person applied and that applicant was one of the District's substitute cooks.

If a cook wishes to take leave (i.e. sick or vacation leave), she generally submits the request to Kildow who approves the leave. Long-term leaves are approved by the superintendent. All paperwork is kept by Superintendent Whipple's secretary. After leave has been granted, Kildow hires a substitute cook from a substitute list prepared at the beginning of the school year. The superintendent does not play a role in the hiring of substitute cooks.

The head cook assists with the cook's training, i.e., if there is an inspection, Kildow discusses the results with the cooks. Most of the cook's in-service training is conducted by the Area Education Association (AEA).

There appears to be an informal grievance procedure. If problems arise, the cooks are first instructed to meet the head cook. If the matter cannot be resolved, the grievant would then meet with the superintendent.

If disciplinary problems arise, Kildow brings them to the attention of Superintendent Whipple. Disciplinary action cannot be imposed upon a cook without the superintendent's approval. In serious disciplinary matters, the head cook's role appears to be

one of documentation. No cook has ever been suspended or discharged.

All major equipment purchases or bread contracts are bid at the beginning of the school year. Prior to ordering equipment, Kildow determines what she needs, discusses the purchase with Superintendent Whipple who approves or disapproves it. As head cook, Kildow orders groceries weekly and signs for them. Kildow does not participate in the development of the District's budget.

The head cook determines the menus, and assigns the cooks to their respective cooking duties, which is fairly routine. Most of the meals are prepared at the high school and sent to the other schools. Kildow and another cook bakes or prepares the main dish, while the other cooks opens the cans of fruits and vegetables or prepares the bread and butter.

Presently, the head cook receives a greater hourly wage than the cooks; \$5.93 per hour versus \$5.40 per hour. In order to determine the amount of wage increase, Superintendent Whipple receives input from the cooks.

Transportation Supervisor & Head Mechanic. The transportation supervisor & head mechanic is Tom Essary (Essary) who has been with the District and this position for approximately five years. Essary does not consider himself to be a supervisory employee. The duties of transportation supervisor & head mechanic were listed in both the employment contract and the job description. These duties include:

1. Maintain[s] buses and all school vehicles;

2. Maintain[s] tractor, mowers, etc.;
3. Assist[s] in snow removal;
4. Supervise[s] bus drivers;
5. Assist[s] superintendent in establishing and making changes in bus routes;
6. Assign[s] substitute drivers;
7. Assign[s] drivers to activity trips;
8. Keeps records on each bus on maintenance and repairs;
9. Turn[s] in required reports on a monthly basis;
10. Performs duties in accordance with the Laws of Iowa, School Board, Policies, Teacher Handbook, and Student Handbook;
11. Performs other tasks as maybe assigned from time to time by the superintendent;
12. See[s] that equipment is properly maintained and in good order at all times by regular and spot checking of vehicles;
13. Makes arrangements for repairs to be made at appropriate times and places;
14. Keeps superintendent informed of condition of buses and major repairs being done;
15. Sees that no bus is in use while it is unsafe for said use;
16. Works with principals and superintendent in arranging for buses and drivers for transportation of students and others as requested and approved.
17. See[s] that buses are inspected in the summer and ready for DPI inspections twice each year.
18. Help[s] superintendent evaluate the drivers' operation of vehicles and the manner in which they handle the students.³

³Joint Exhibit 2.

As transportation supervisor & head mechanic, Essary oversees thirteen drivers,⁴ and is responsible for administering fourteen routes (regular and shuttle)⁵ and activity trips (field and athletic trips). In addition, Essary drives one of the shuttle routes. There are three work locations for the bus drivers: the elementary/high school, the middle school and the bus garage west of the high school.

The transportation supervisor & head mechanic hours differ from the bus drivers' hours. Essary works an eight hour day on non-school days and works 6:30 a.m. to 5:00 p.m. on school days because of his shuttle route. The bus drivers' hours are made up solely of their route times.

Prior to this school year, the principals rode the routes in order to assist in the evaluation process, and the superintendent prepared and signed the bus driver's evaluation. Prior to completing the form, the superintendent met with Essary for additional comments. The evaluations were then handed out by Essary. However this year, the principals have not ridden the buses, and Essary was to evaluate and sign the bus drivers' evaluation forms. Prior to completing the forms, Essary met with Superintendent Whipple so that the superintendent could appraise Essary of problems.

⁴The head mechanic is a misnomer since Essary is the only mechanic and has no assistants or helpers.

⁵The District has two shuttle routes, from Batavia to the elementary/high school and from Eldon to the elementary/high school. The purpose of a shuttle route is to transfer students.

Since Superintendent Whipple has been with the District, two bus drivers have been hired. As transportation supervisor, Essary makes hiring recommendations to the superintendent. The applicant interviews with both Essary and Superintendent Whipple. If the superintendent disagrees with the transportation supervisor, then the superintendent's opinion would prevail.

The bus drivers also have an informal grievance procedure which is similar to the cooks' grievance procedure. If problems arise, the driver first meets with Essary. If the matter cannot be resolved, the driver then meets with the superintendent for resolution.

If there are disciplinary problems or complaints about a driver, Essary meets with the bus driver. However, as the transportation supervisor, Essary cannot impose any disciplinary action upon a bus driver without the superintendent's approval. It does not appear that a bus driver has ever been suspended or discharged from the District.

If a bus driver wishes to request a leave (i.e. sick or vacation leave) the request goes to Essary and is usually approved. Essary then hires a substitute from a very small pool.⁶ The bus drivers turn their time sheets into either the superintendent's office or Essary. If Essary receives them, he does not review them. All paperwork associated with leave administration or payroll are maintained by the superintendent's secretary.

⁶There are four substitute drivers; Superintendent Whipple, one of the principals and two others.

The transportation supervisor & head mechanic meets with the sales people and may order supplies independent of the superintendent's knowledge. Sometimes, Essary checks with Superintendent Whipple prior to making a purchase. The superintendent signs all purchase orders. If Essary determines that he cannot repair an item, then it is repaired outside the District.

Generally, bus routes remain the same from year-to-year. Everyone involved; bus drivers, Essary and the superintendent discuss the formation of the routes. If there are changes in a route, discussions take place between the superintendent and transportation supervisor. When routes become open, a driver may apply for the route. Routes are usually awarded based on seniority unless there are "dead miles" between the route and the driver's residence. When assigning activity trips, Essary lists the trips on a board, drivers sign up and then the trips are assigned to drivers alphabetically.

Although Essary does do some training, most of the training is conducted by Indian Hills Community College. At the beginning of the school year, both Essary and Superintendent Whipple conduct the in-service training for bus drivers.

The transportation supervisor does not prepare any management reports nor assist with the preparation of the District's budget.

The transportation supervisor's salary and benefits differ from the bus drivers' benefits. Essary is a twelve month employee who receives a salary, holiday and vacation pay, and full single

insurance, whereas, the bus drivers receive an hourly wage and holiday pay, but do not receive insurance benefits. In order to determine wage increases, Superintendent Whipple meets with the bus drivers.

Head Custodian. The head custodian employed by the District is Bill Scott (Scott) who has been employed by the District for ten years, two years as head custodian. Scott also does not consider himself to be a supervisory employee.

The duties of the head custodian were delineated in the job description, and included:

1. Keeps an inventory of custodial supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
2. Supervises and participates in keeping building and premises, including sidewalks, driveways, parking areas, and steps clean and safe as appropriate.
3. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and ensure economical usage of fuel, water, and electricity.
4. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas done by the building staff or outside contractors and shall report all such repairs to the [s]uperintendent.
5. Supervises and participates in cleaning of corridors, classrooms, restrooms, dining areas, gyms, and office areas during the day as their condition requires it. Every used area shall be cleaned daily [at] a minimum.
6. Supervises and participates in scrubbing and disinfecting all toilet floors and locker rooms. Cleans and disinfects all sanitary fixtures and drinking fountains. These cleaning processes are to be done at a minimum of once daily.

7. Checks daily to insure that all exit doors are unlocked as required by [s]uperintendent, and all panic hardware working properly during the hours that the building is occupied.
8. Keeps grounds free of rubbish.
9. Reports major repairs needed promptly to the [s]uperintendent.
10. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled service. Said schedule shall be written and filed with the [s]uperintendent.
11. Reports immediately to the [s]uperintendent any loss of or damage to school property.
12. Moves furniture and equipment within buildings as required for various activities and as directed by the principal being careful to record on inventory sheets permanent changes in the location of items.
13. Complies with laws and procedures for the storage and disposal of trash, rubbish, waste, flammable material and caustic material.
14. Conducts periodic inspections and tests of all electrical installations in the school [to] insure their safe condition.
15. Supervises and participates in the cleaning and maintaining of boilers and other major equipment and makes tests of the boiler water to insure that proper level of water treatment is maintained. Results of test to be reported to the [s]uperintendent monthly during the heating season, October 1 - May 1.
16. Monitor[s] the fire alarm system to make sure that it is in proper operating condition. In the event it is out of order, notify the building principals and superintendent immediately of the situation and take immediate steps to correct the problem.
17. Performs related duties not specifically listed herewith but necessary to achieve job goals.
18. Supervises all custodian employees and sees that they carry out their job responsibilities.
19. Evaluate[s] full-time custodians twice yearly and submit a copy of evaluations to [s]uperintendent.

20. Performs other tasks as may be assigned from time to time by the [s]uperintendent.

21. Perform[s] duties in accordance with the Laws of Iowa and the Board Policies.

22. Monitor[s] the lagoon sewage system to make sure it is in proper operating condition and file necessary reports.⁷

The head custodian supervises four full-time and one half-time custodians; two full-time custodians at the elementary school, one full-time and one half-time custodian at the middle school and one full-time custodian at the high school. The head custodian performs custodial work at the high school from 6:00 a.m. to 2:00 p.m., is the asbestos coordinator and is responsible for the sewage lagoon. If Scott works more than his normal work hours, then he receives pay or comp time.

The head custodian fills out the evaluation forms for the custodians, reviews them with the superintendent, and Superintendent Whipple signs the evaluation forms. Scott meets with the respective custodian.

Since Scott has been head custodian, there have not been any custodians hired. The head custodian does, however, hire the summer help which consists primarily of students.

Although most of the custodial training is done by the AEA, the head custodian does the Chemical Right to Know Training. Both Superintendent Whipple and Scott meet with the custodians at the beginning of the year for in-service training.

⁷Joint Exhibit 3.

The head custodian attends administrative meetings on Monday mornings. At the beginning of these meetings, custodial problems and the calendar of activities are discussed. Scott leaves at the completion of this part of the meeting.

If there are any minor disciplinary problems, then the head custodian meets with the employees. The superintendent becomes involved with major problems, and the head custodian provides the documentation for the superintendent.

The head custodian meets with the sales people and orders supplies. The head custodian makes the superintendent aware of large expenditure purchases. The superintendent signs all purchase orders.

The head custodian establishes the work schedules for the other custodians. If an event calls for additional custodial assistance, Scott assigns custodians from the various buildings to help. Scott can approve overtime. During the summer, the work assignments change. Scott assigns the various projects to the custodians based upon their abilities. Presently, Scott is developing a planned maintenance system which designates when various maintenance projects need to be performed.

The custodians turn their time sheets into Scott who reviews them. If a custodian wishes to request leave (i.e. sick or vacation leave) the request goes to Scott who usually approves it. When a substitute custodian is needed, the substitute custodian is called by Scott. This substitute custodian has never turned down an assignment.

The head custodian does not participate in the development nor maintenance of the budget. When the head custodian is close to spending the dollars allocated to him for supplies and overtime, the superintendent notifies him, and spending is curtailed.

The difference in benefits between the head custodian and the custodian is the rate of pay. The head custodian receives \$8.67 per hour whereas the custodians receive \$7.76 per hour.

CONCLUSIONS OF LAW

The issue in this case is whether the positions of head cook, transportation supervisor & head mechanic and head custodian are supervisory or "managerial" employees within the meaning of Section 20.4 of the Act. This section identifies those employees excluded from the Act, and provides in part:

Representatives of a public employer, including the administrative officer, director or chief executive officer of a public employer or major division thereof as well as the officer's or director's deputy, first assistant, and any supervisory employee.

Supervisory employee means any individual having authority in the interest of the public employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other public employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing exercise of such authority is not merely routine or of a clerical nature, but requires the use of the independent judgement.

In Davenport Community School District, the Board defined "managerial" employees as "individuals who, while not necessarily acting as line supervisors in the hierarchial structure of the

employer, do nonetheless act as representatives of the employer in the promulgation and implementation of policy."⁸

In determining whether employees are "managerial" employees, PERB has used the following test established by the NLRB as guidance for determining "managerial" status:

1. Whether the employee is so closely related to or aligned with management as to place the employee in a position of potential conflict of interest between his employer on one hand and his fellow workers on the other, and
2. Whether the employee is formulating, determining and effectuating his employer's policies or has discretion, independent of an employer's established policy, in the performance of his duties.⁹

This two prong test is written in the conjunctive which means that the employee must meet both prongs in order to be considered a "managerial employee". Consequently, an employee must exercise independent discretion in the performance of his duties and be so closely related or aligned with management as to place the employee in a position of potential conflict of interest between the employer and employees.

From the record, it does not appear that the head cook, transportation supervisor & head mechanic or head custodian assisted in developing the District's budget. Although, the head custodian attended management meetings, his role was not to assist in the formulation, determination or effectuation of policies. Instead, he was there to discuss custodial problem areas and the

⁸75 PERB 72, separate opinion of John R. Loihl, Board member.

⁹Davenport CSD, 86 H.O. 3118, p. 18.

calendar of events which affected the custodial staff. When his part of the agenda was concluded, he left the meeting. Thus, it is apparent from the record that these three employees carry out the policies established by the Board and the Superintendent, and do not formulate, determine or effectuate District policies.

I conclude, therefore, that the head cook, transportation supervisor & head mechanic and head custodian are not "managerial" employees subject to exclusion from the bargaining unit.

The District contends that although the size of the District prohibits these three employees from performing many of the supervisory duties described in Section 20.4(2) of the Act, they are, however, supervisory employees.

It is clear from the record, that the head cook, transportation supervisor & head mechanic and head custodian do not have the authority to independently hire, transfer, suspend, layoff, recall, promote, reward, discipline or adjust employee grievances or to effectively recommend such actions.

The District argues that these three employees have the ability to assign or direct the work of others and, therefore, are supervisors under Section 20.4(2) of the Act. The Association argues that, in exercising this authority, these three employees are acting as "leadmen".

The Iowa Supreme Court and PERB caselaw has given considerable guidance as to the construction of the term "supervisory

employee".¹⁰ In the City of Davenport, the Court indicated that the issue of supervisory status is a fact question involving "a case-by-case approach".¹¹ The Court also held that the supervisory functions enumerated in Section 20.4(2) of the Act were written disjunctively;

possession of any one of them is sufficient to make an employee a supervisor. The power must exist in reality, not only on paper. However, it is the existence of the power and not its exercise which is determinative. What the statute requires is evidence of actual supervisory authority "visibly translated into tangible examples..."[citations omitted]

In addition, "the statute expressly insists that a supervisor (1) have the authority (2) to use independent judgment (3) in performing such supervisory functions (4) in the interest of management. These latter requirements are conjunctive." [citations omitted]...Authority to perform one of the enumerated functions is not supervisory if the responsibility is routine or clerical. [citations omitted]

Repetitive or rote tasks are not considered supervisory. [citations omitted] Nor are functions requiring little more than use of common sense. [citations omitted]

Moreover, the directing and assigning of work by a skilled employee to less skilled employee does not involve the use of independent judgment when it is incidental to the application of the skilled employee's technical or professional know-how. In such a situation the skilled employee does not

¹⁰See, City of Davenport v. PERB, 264 N.W.2d 307 (Iowa, 1978), Des Moines County, 1988 PERB 3493 & 3502; City of Pella, 88 PERB 3620.

¹¹Davenport at 314.

exercise independent judgment as a representative of management within the meaning of the statutory requirement. [citations omitted]¹²

Both the Iowa Supreme Court and PERB have recognized the term "leadman" or "straw boss"¹³. In City of Ames, the hearing officer stated that the term "leadman":

by definition suggests some responsibility beyond that of the rank-and-file employee, it is customarily applied to an individual who directs the work of a small group of employees, while at the same time performing the same work as those employees. Leadman status is often conferred upon the most experienced employee on the job. The critical element is whether their direction of the work is routine in nature and does not call for frequent exercise of independent judgment or managerial discretion.¹⁴

From the record, it is clear that these three employees do oversee a number of employees; the head cook oversees nine employees, the transportation supervisor & head mechanic oversees thirteen employees and the head custodian directs four full-time and one half-time employees. However, most of their time is spent performing the duties of non-supervisory employees. It appears that the head cook spends most of her time performing cooking and inventory duties; the head custodian spends most of his time either performing custodial duties or the other non-supervisory duties, i.e., maintaining the sewage lagoon or acting as asbestos

¹²Id.

¹³Davenport, at 322 and City of Ames, 75 H.O. 15, p.6.

¹⁴City of Ames, supra at p.3, City of Perry, 90 H.O. 3888, City of Belle Plaine, 90 H.O. 4081.

coordinator; and the transportation supervisor & head mechanic drives a bus route, and performs mechanical duties. In addition, while these three employees may "direct" their subordinates, the daily operations in these three areas appears so routine and standardized that exercise of independent judgment is seldom necessary.

Other than the routine assignment or direction of work, the only other indicia of supervisory status is their involvement in the preparation of job evaluations. From the record, it is clear that the head cook, transportation supervisor & head mechanic and head custodian did, to varying degrees, evaluate the cooks, bus drivers and the custodians. It is also clear from the record that the purpose of these evaluations was not to determine wage increases, but to determine if an employee was to be retained by the District. However, there is no evidence in the record that these three employees had the authority to discharge an employee based upon a performance evaluation, nor was there evidence that an unsatisfactory rating or evaluation had resulted in discharge. Moreover, all three employees discussed the performance evaluations with the superintendent prior to the evaluations being prepared or given to the respective employee. No evidence was presented as to what happened if the superintendent disagreed with the perception or rating given by the head cook, transportation supervisor & head mechanic or head custodian. Based upon the evidence presented, I cannot conclude that these three employees possess the independent authority to make effective performance evaluation recommendations.

Consequently, I find that the work performed by the head cook, head custodian and transportation supervisor & head mechanic are that of a lead worker rather than a supervisor.

Finally, the District argues that the inclusion of the head cook, transportation supervisor & head mechanic and head custodian in the bargaining unit will erode the existing supervisory structure of the District. However, there is no concrete evidence that the inclusion of an employee with "leadwork experience" in a bargaining unit, would erode the structure. Instead the supervisory structure would remain the same. These three employees would continue to provide input to the superintendent and could continue to assist in evaluating employees. Additionally, their inclusion in the bargaining unit would not leave the District without a supervisor since the superintendent will continue to be the supervisor over the proposed bargaining unit as he has been in the past.

Based upon the foregoing findings of fact and conclusions of law, I conclude that the following constitutes an appropriate bargaining unit within the meaning of Section 20.13 of the Public Employment Relations Act.

INCLUDED: All bus drivers, custodians, food service employees, secretaries, teacher aides.

EXCLUDED: Superintendent, principal, teachers and employees excluded by section 4 (section 20.4 Code of Iowa) of the Act.

ORDER

IT IS THEREBY ORDERED that an election be conducted under the supervision and direction of the Public Employment Relations Board

at a time and place to be determined by the Board. Eligible to vote are all employees in the above-described bargaining unit who were employed during the payroll period immediately preceding the date below and who are also employed in the bargaining unit on the date of the election.

IT IS FURTHER ORDERED that the Cardinal Community School District submit to the Board within seven days an alphabetical list with the names, addresses and job classifications of all eligible voters in the unit described above.

DATED at Des Moines, Iowa, this 1st day of May, 1991.

PUBLIC EMPLOYMENT RELATIONS BOARD

Susan M. Bolte
SUSAN M. BOLTE
ADMINISTRATIVE LAW JUDGE